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REGISTRATION

<https://vimeo.com/213079542>

Request a SLIP Admin Account for your Brokerage.

1. One person from your brokerage should be chosen as the administrator and should contact the Surplus Line Association of Washington (carol@surpluslines.org) to request SLIP Administrator credentials.
2. The administrator will receive a registration e-mail with account login credentials.

Visit the SLIP website at www.slip.surpluslines.org and log in.

DASHBOARD VIEW



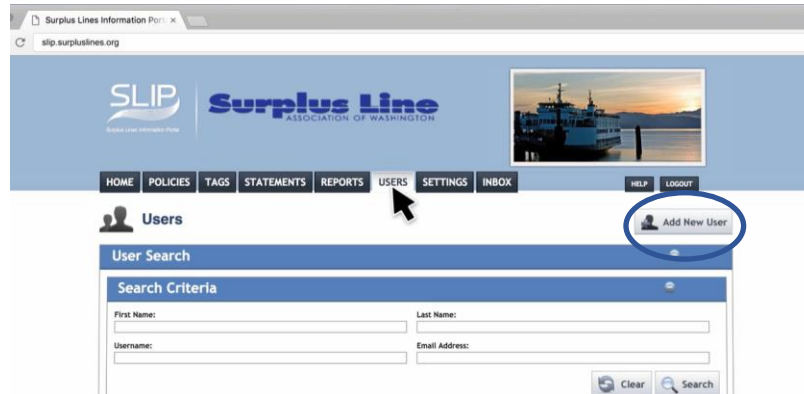
The screenshot shows the SLIP Admin Dashboard. At the top, there is a navigation menu with links for HOME, POLICIES, TAGS, STATEMENTS, REPORTS, USERS, SETTINGS, INBOX, HELP, and LOGOUT. The user is logged in as ADMIN5, on behalf of brokerage. The main content area includes a welcome message for the Brokerage Administrator, a Policy Search section, a New Policy section, and a Renewal Policy section. On the right side, there is a sidebar with SLA Contact Information, an Inbox showing 1705 new messages, and a Quick Info section with the following data:

Category	Count
My Questioned Transactions	26
Total Questioned Transactions	38
My Unregistered Transactions	896
Total Unregistered Transactions	1173
My Uncertified Transactions	4
Total Uncertified Transactions	180

At the bottom of the sidebar, there is a link for Batch Submission.

Create a SLIP User Account for Multiple Brokers in your Office.

1. From Dashboard, click 'USERS'
2. Click Add New User



3. Fill Out User Details as Directed
 - Include Desired Username
 - SLIP Will Generate a Password Automatically
4. Choose Notification Preferences
5. Choose Appropriate Level of Security
 - Administrator: *Add, Edit and View Policy Data Add, Edit and Delete Users*
 - Edit and View: *Add, Edit and View Policy Data*
 - View Only: *View Previously Submitted Data (no input or editing)*

A screenshot of the SLIP user registration form. The form is divided into several sections: 'Email Address' (mhorton@email.com), 'Mailing Address' (123 Main Street, Seattle, WA 98101), 'Physical Address (Make same as mailing)' (123 Main Street, Seattle, WA 98101), 'Phone Number' (555-555-5555), 'Fax Number' (555-555-5556), and 'Security Info'. The 'Security Info' section has three radio button options: 'Administrator' (selected), 'Edit & View', and 'View'. The 'Add New User' button from the previous screenshot is circled in blue. The 'Security Info' section is also circled in blue, with a mouse cursor pointing to the 'Administrator' option. The 'Physical Address' section is circled in blue, with a mouse cursor pointing to the 'Physical Address 1' field. The 'Notification Preferences' section is circled in blue, with a mouse cursor pointing to the 'Receive Email Notification on Registration' checkbox. At the bottom of the form are buttons for 'Edit', 'Save', 'Cancel', and 'Delete'.

6. Click Save
7. SLIP will send the new user login credentials for SLIP Access.

USER MANAGEMENT

<https://vimeo.com/213079955>

Navigating SLIP Dashboard

1. The SLIP Dashboard has many quick links such as:
 - Policies
 - Tags
 - Statements
 - Reports
 - Users
 - Settings
 - Inbox
 - Policy Search
 - New Policy
 - Renewal Policy
 - Questioned Transactions

DASHBOARD VIEW

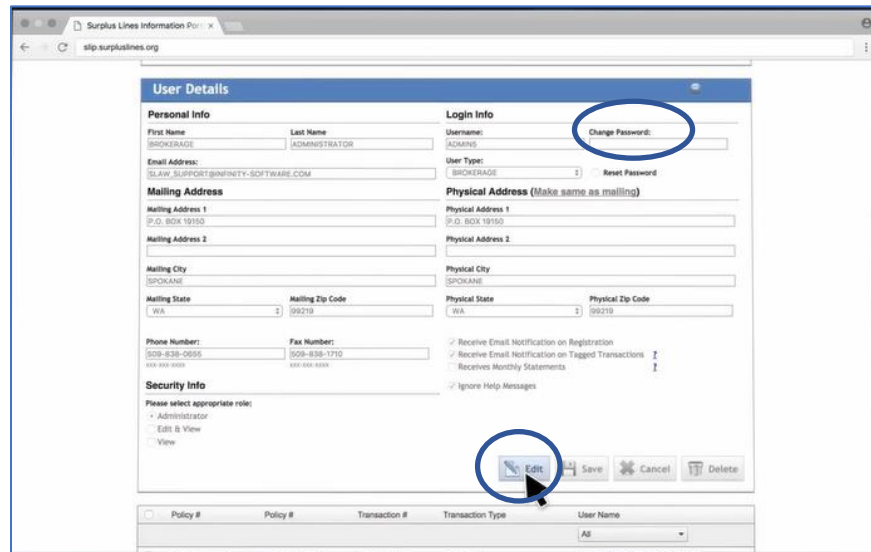
The screenshot displays the SLIP Dashboard interface. At the top, a navigation bar includes tabs for HOME, POLICIES, TAGS, STATEMENTS, REPORTS, USERS, SETTINGS, and INBOX, along with HELP and LOGOUT buttons. A user notification indicates the user is logged in as ADMIN5 on behalf of brokerage 000 INFINITY BROKERAGE, INC [425] [WADIC #: 99999].

The main content area is divided into several sections:

- Welcome, BROKERAGE ADMINISTRATOR!**: A welcome message for the user, explaining the purpose of the SLIP website and providing instructions on how to use it.
- Policy Search**: A section with a magnifying glass icon, allowing users to search for existing policy data.
- New Policy**: A section with a document icon, allowing users to submit a new policy.
- Renewal Policy**: A section with a document icon, allowing users to renew an existing policy.
- SLA Contact Information**: A section with a contact icon, providing information on how to contact the Surplus Line Association.
- Inbox**: A section with an envelope icon, showing the user has 1705 new messages.
- Quick Info**: A section with a lightning bolt icon, displaying various transaction counts:
 - My Questioned Transactions: 0
 - Total Questioned Transactions: 13
 - My Unregistered Transactions: 0
 - Total Unregistered Transactions: 428
 - My Uncertified Transactions: 0
 - Total Uncertified Transactions: 178
- Batch Submission**: A section with a document icon, providing a Batch Submit button and a link to Batch Submission Procedures.

Changing your Password

1. From Dashboard, click 'USERS'
2. SLIP Admin: Search for Username
3. SLIP User: User Details Auto-Populate
4. Click Edit Button
5. Enter New Password Under Change Password



The screenshot shows a web browser window displaying the 'User Details' form for a user named 'ADMINISTRATOR'. The form is divided into several sections: 'Personal Info', 'Login Info', 'Mailing Address', 'Physical Address', 'Phone Number', 'Fax Number', and 'Security Info'. The 'Change Password' field in the 'Login Info' section is circled in blue. The 'Edit' button at the bottom right of the form is also circled in blue. The browser's address bar shows 'slip.surpluslines.org'.

- o Email Address and Notification Settings May be Changed as Desired on this Screen.

6. Click Save

Add Eligible Insurers to Easy Access List

1. From Dashboard, click 'SETTINGS'
 - Create a Sub-list for Easy Access to your Commonly Used Insurers
2. Click Edit Button

SETTINGS VIEW

The screenshot shows the SLIP website interface. At the top, there's a navigation bar with 'HOME', 'POLICIES', 'TAGS', 'STATEMENTS', 'REPORTS', 'USERS', 'SETTINGS', and 'INBOX'. Below this is a 'Settings' section with a wrench icon. The main content area is titled 'Eligible Insurer Assignment' and contains two lists. The 'Available Insurers' list has several entries, and the 'Selected Insurers' list has two entries. An 'Edit' button is circled in blue at the bottom right of the assignment section.

3. Choose from the Pre-Populated List on the Left
4. Click to Highlight Desired Insurer
5. Click Arrow Button at Top Center to Add to Quick Access on Right

This is a close-up of the 'Eligible Insurer Assignment' section. The 'Available Insurers' list is highlighted, and the 'Selected Insurers' list is shown. An arrow button is circled in blue, indicating the action to add an insurer to the selected list.

Retail Producer ID	Name
AGT4280	A KALLBERG INS AGENCY INC
AGT4280	A KALLBERG INS AGENCY INC

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6. Move All Names at Once by Selecting the Double Arrow Button

The screenshot shows the 'Settings' page with the 'Eligible Insurer Assignment' section. The 'Available Insurers' list on the left includes: 4A LTD (NAIC#450982), 6A LTD (NAIC#686406), ACCEPTANCE CASUALTY INSURANCE COMPANY (NAIC#10349), ACE EUROPEAN GROUP LTD. (NAIC#AA1120810), ACE SEGUROS S.A. (NAIC#AA2730007), ADMIRAL INSURANCE COMPANY (NAIC#24856), ADRIATIC INSURANCE COMPANY (NAIC#39381), and AX SPECIALTY INSURANCE COMPANY (NAIC#12822). The 'Selected Insurers' list on the right includes: 3A LTD (NAIC#229513) and AMERICAN EMPIRE SURPLUS LINES INSURANCE COMPANY (NAIC#35351). A blue circle highlights the double right-pointing arrow button between the lists, with a mouse cursor pointing to it. Below the lists are 'Edit', 'Save', and 'Cancel' buttons. The footer contains the text 'Copyright © 2005 - 2017 Surplus Lines Information Portal'.

7. Remove an Insurer by Clicking Double Back Button

The screenshot shows the 'Settings' page with the 'Eligible Insurer Assignment' section. The 'Available Insurers' list is currently empty. The 'Selected Insurers' list on the right includes: VOTAGER INDEMNITY INSURANCE COMPANY (NAIC#40426), W.R. BERKLEY INSURANCE (EUROPE), LTD. (NAIC#AA1124141), WESTCHESTER SURPLUS LINES INSURANCE COMPANY (NAIC#10172), WESTERN HERITAGE INSURANCE COMPANY (NAIC#37150), WESTERN WORLD INSURANCE COMPANY (NAIC#13196), WIND RIVER REINSURANCE COMPANY, LTD. (NAIC#AA3194197), XL SELECT INSURANCE COMPANY (NAIC#19607), and ZURICH SPECIALTIES LONDON, LTD. (NAIC#AA1120001). A blue circle highlights the double left-pointing arrow button between the lists, with a mouse cursor pointing to it. Below the lists are 'Edit', 'Save', and 'Cancel' buttons. The footer contains the text 'Copyright © 2005 - 2017 Surplus Lines Information Portal'.

8. Click Save

Adding Retail Producers

1. From Dashboard, click 'SETTINGS'
2. Scroll Down to Retail Producers
3. Click New

SETTINGS VIEW RETAIL PRODUCERS SECTION

The screenshot shows the 'Retail Producers' section in the Settings View. At the top, there are buttons for 'Edit', 'Save', and 'Cancel'. Below this is a table with columns 'Retail Producer ID' and 'Name'. The table contains the following data:

Retail Producer ID	Name
AGT4280	A KALLBERG INS AGENCY INC
AGT4280	A KALLBERG INS AGENCY INC
AS150882	A MILWAUKEE AGENCY INC
AGT0015	A PLUS INSURANCE & FINANCIAL SERVICES, INC
AGT0381	A+ INSURANCE SERVICES

Below the table is a filter input: 'Filter grid by names beginning with: [Filter]'. Underneath is the 'Retail Producer Info' form with the following fields:

- ID: AGT4280
- Retail Producer Name: A KALLBERG INS AGENCY INC
- Address Line 1: P.O. BOX 3548 XVCVVKC
- Address Line 2:
- City: SPOKANE
- State: WA
- Zip: 992203548

At the bottom of the form are buttons for 'New', 'Edit', 'Save', 'Cancel', and 'Delete'. The 'New' button is circled in blue.

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4. Enter Information of Retail Producer

The screenshot shows the 'Retail Producer Info' form in the Settings View. The form is circled in blue. The fields are filled with the following information:

- ID: GH1J1234
- Retail Producer Name: Commonwealth Associates
- Address Line 1: 123 Main Street
- Address Line 2:
- City: Seattle
- State: WA
- Zip: 98101

At the bottom of the form are buttons for 'New', 'Edit', 'Save', 'Cancel', and 'Delete'. A mouse cursor is pointing at the 'New' button.

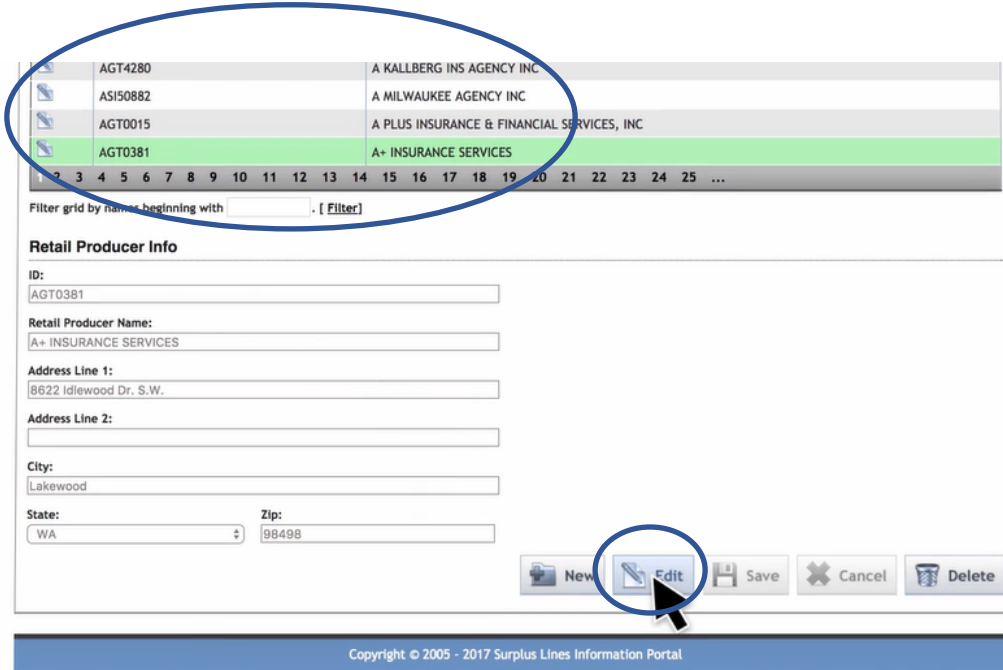
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5. Click Save

Edit Existing Retail Producers

1. Select the Retail Producer Name to Edit
2. Click Edit
3. You Can Also Delete if Desired

NOTE: Any changes made on this page will affect all SLIP users for your brokerage.



AGT4280	A KALLBERG INS AGENCY INC
ASI50882	A MILWAUKEE AGENCY INC
AGT0015	A PLUS INSURANCE & FINANCIAL SERVICES, INC
AGT0381	A+ INSURANCE SERVICES

Filter grid by name, beginning with [Filter]

Retail Producer Info

ID: AGT0381

Retail Producer Name: A+ INSURANCE SERVICES

Address Line 1: 8622 Idlewood Dr. S.W.

Address Line 2:

City: Lakewood

State: WA Zip: 98498

New Edit Save Cancel Delete

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CREATE & MANAGE A POLICY

<https://vimeo.com/213080480>

Creating a New Policy

1. From Dashboard, click 'New Policy'



2. Enter Policy Information from Declaration Page

The screenshot shows the 'Policy Detail' form. The form is titled 'Policy Details' and includes a 'New Policy' button in the top right corner. The form fields are organized into several sections: 'Policy Number', 'Broker', 'Retail Producer', 'Description of Coverage', 'Policy Effective Date', 'Expiration Date', 'Named Insured as Listed on Policy', 'Washington Location Address', 'City', 'State', 'ZIP', 'County of Risk', 'Insurer', 'Percentage', 'Add Insurer to Policy', 'Master Policy', 'Exempt Commercial Purchaser', 'Risk Purchasing Group', and 'Comments (what's this?)'. At the bottom, there is an 'Add Policy Transaction' section with a table for Transaction Type, Premium, Taxable Fees, Effective Date, and Comments.

SAMPLE POLICY DETAILS

The screenshot shows a web browser window with the URL slip.surpluslines.org. The page is titled "Policy Details" and contains several form sections:

- Policy Information:** Policy Number (ABC1000123), Broker (ANDREA ABAD - 223300), Retail Producer (AAA INSURANCE AGENCY (MAIN E)), and Description of Coverage.
- Policy Dates:** Policy Effective Date (1/1/2019) and Expiration Date (Until Canceled).
- Named Insured:** Sample Name field.
- Washington Location Address:** 1234 Main Street, City (Seattle), State (WA), ZIP (98101), and County of Risk (KING).
- Insurer and Percentage:** 3A LTD at 100.0000%. Includes a "remove" link and an "Add" button.
- Options:** Master Policy, Exempt Commercial Purchaser, Risk Purchasing Group, and Multi-State (selected).
- Comments:** A text area for "Comments (what's this?)".

Below the policy details is the "Add Policy Transaction" section, which includes a table with columns for Transaction Type, Premium, Taxable Fees, Effective Date, and Comments. A "Documents" button is also visible in the bottom right corner.

3. Don't Forget to Select Master Policy, Multi-State, Exempt Commercial Purchaser or Risk Purchasing Group
 - If Risk Purchasing Group – an additional text entry will appear for Risk Purchasing Group Name.
4. Choose a Transaction Type, Add Premium Amount, Taxable Fees and Effective Date
5. Upload Electronic Documents Associated with Transaction by Clicking Documents

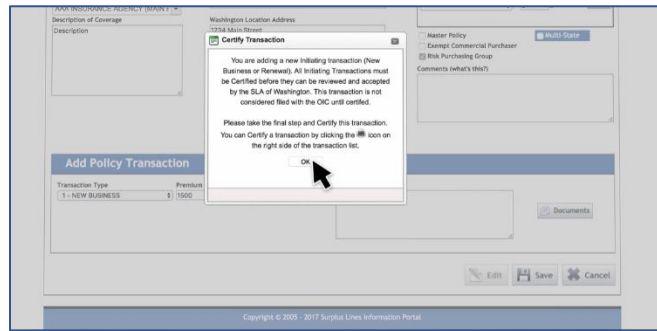
This close-up screenshot focuses on the "Add Policy Transaction" section. The "Transaction Type" dropdown menu is open, showing the following options:

- 1 - NEW BUSINESS
- 2 - ADDITIONAL PREMIUM
- 3 - RETURN PREMIUM
- 4 - CANCELLATION
- 5 - RENEWAL
- 6 - REINSTATEMENT

The "Documents" button is circled in blue. The "Save" button is also visible at the bottom right.

6. Click Save

7. Click OK on the Certify Transaction Screen



8. Click Printer Icon

A screenshot of a web application interface showing a "Policy Transaction History" table. The table has columns: Confirmation Number, Cert. Number, Type, Status, Premium, Taxable Fees, Submit Date, Effect. Date, Regist. Date, Tax Year, Tax, Fee, and a printer icon. The first row is highlighted in yellow and contains the following data: Confirmation Number: 000001137169, Cert. Number: (blank), Type: New, Status: Submitted, Premium: \$1,500.00, Taxable Fees: \$250.00, Submit Date: 03/03/17, Effect. Date: 01/01/17, Regist. Date: (blank), Tax Year: (blank), Tax: \$35.00, Fee: \$1.75. A blue circle highlights the printer icon in the rightmost column of the first row. Below the table are buttons for "New Transaction", "Modify Transaction", and "Backout/Delete Transaction". At the bottom, there is a note: "This transaction must be Certified before it can be reviewed by the SLA. Certify transactions by clicking the [Printer Icon] icon." and buttons for "Edit", "Save", and "Cancel".

9. Review the Information on the Certification Screen for Accuracy

10. Click I have read the foregoing certification

11. Click 'I so certify'

A screenshot of a web application interface for a certification screen. It contains the following text and form elements:

GROUP NAME _____

5. Name and address of insured:
SAMPLE NAME, 1234 MAIN STREET SEATTLE, WA 98101 _____

6. Effective Date or Binding Date (whichever is later): 01/01/2017 _____

7. Brief statement of coverage (common trade terms may be used, e.g. D.I.C.):
DESCRIPTION _____

I have procured insurance from an unauthorized insurer or insurers, in accordance with the laws and regulations of the State of Washington under my surplus line broker's license. Details of such transactions are set forth above.

The insurance could not be procured, after diligent effort was made to do so from among a majority of the insurers authorized to transact that kind of insurance in this state, and placing the insurance in an unauthorized insurer(s) was not done for the purpose of securing a lower premium rate than would be accepted by any authorized insurer unless based on the loss and expense experience of the RPG or its members.

I certify that I am duly authorized to place this coverage on behalf of the insured, that the risk has been duly accepted by the insurer(s), and that the financial condition of the unauthorized insurer(s) before placing the insurance therewith meets or exceeds the financial requirements provided by law.

I certify that under the penalty of the suspension or revocation of my surplus line broker's license that the facts contained in this certification are true and correct.

I have read the foregoing certification

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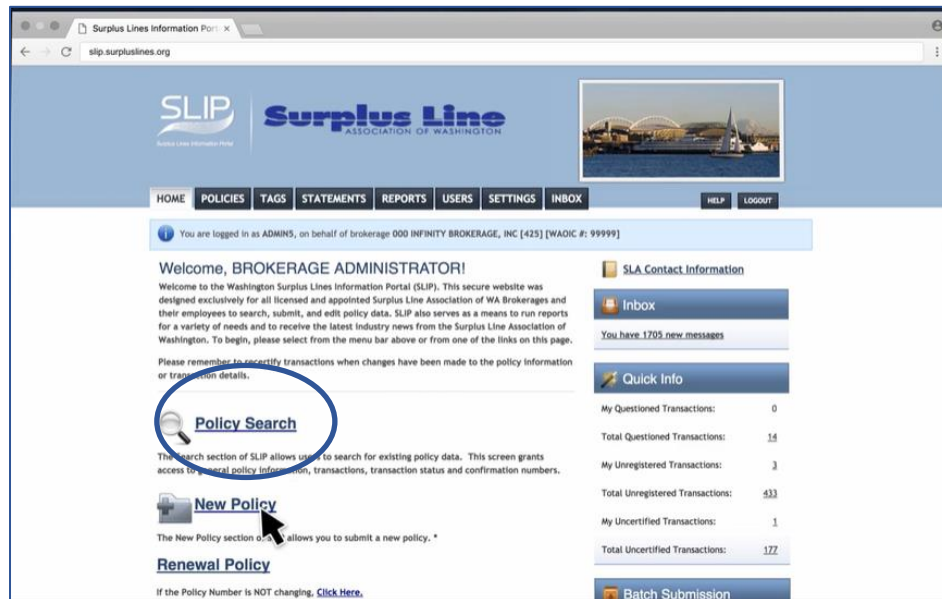
12. Your Transaction is Now Submitted to the Surplus Line Association of Washington.

TRANSACTIONS

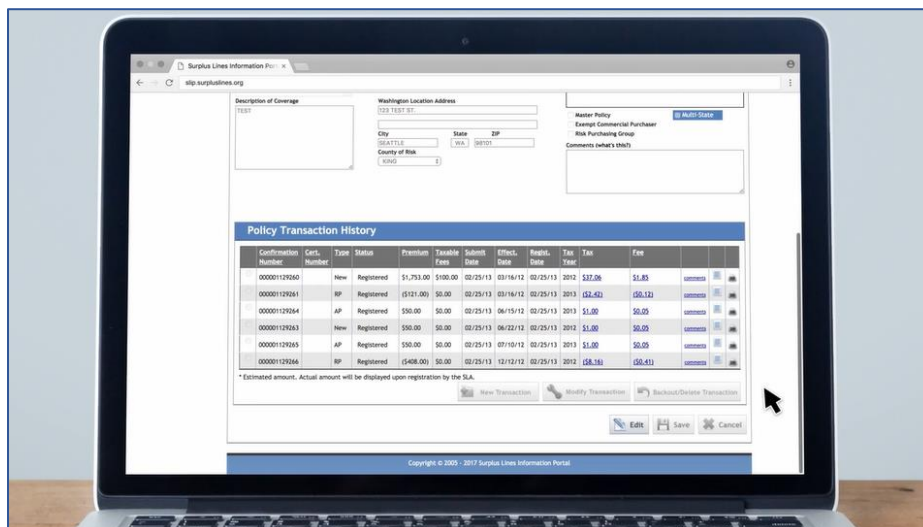
<https://vimeo.com/213080636>

Creating New Transactions

1. From the Policy Dashboard click Policy Search



2. Type in search criteria such as policy number, name of insured, etc.
3. Click Search.
4. Click Link for Policy.
5. Policy Details Page will Open.
6. Scroll Down for Policy Transaction History
7. Add a New Transaction by clicking Edit



8. Click New Transaction

9. Enter New Transaction Information Under Add Policy Transaction

Add Policy Transaction

Transaction Type: Premium: Taxable Fees: Effective Date: Comments:

Transaction Type dropdown menu:

- 1 - NEW BUSINESS
- 2 - ADDITIONAL PREMIUM
- 3 - RETURN PREMIUM
- 4 - CANCELLATION
- 5 - RENEWAL
- 6 - REINSTATEMENT

Policy Transaction History

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee	actions
000001129260		New	Registered	\$1,753.00	\$100.00	02/25/13	03/16/12	02/25/13	2012	\$37.06	\$1.85	comments print delete
000001129261		RP	Registered	(\$121.00)	\$0.00	02/25/13	03/16/12	02/25/13	2013	(\$2.42)	(\$0.12)	comments print delete
000001129264		AP	Registered	\$50.00	\$0.00	02/25/13	06/15/12	02/25/13	2013	\$1.00	\$0.05	comments print delete
000001129263		New	Registered	\$50.00	\$0.00	02/25/13	06/22/12	02/25/13	2012	\$1.00	\$0.05	comments print delete
000001129265		AP	Registered	\$50.00	\$0.00	02/25/13	07/10/12	02/25/13	2013	\$1.00	\$0.05	comments print delete
000001129266		RP	Registered	(\$408.00)	\$0.00	02/25/13	12/12/12	02/25/13	2012	(\$8.16)	(\$0.41)	comments print delete

10. Click Save

11. Certify Transaction

Understanding Status

After Certifying a Transaction Status will Change to:

Submitted	Transaction has been submitted and is awaiting examiner review.
Questioned	Examiner has reviewed and tagged the transaction. (see Tag Management section)
Registered	Examiner has reviewed the transaction and has found the transaction acceptable.

Modify Current Transaction

1. If the transaction is submitted but not yet registered and you need to modify, click Edit in the Policy Transaction History.
2. Select the Confirmation Number/Policy Number
3. Click Modify Transaction

The screenshot shows a web interface for managing policy transactions. At the top, there are input fields for City (SEATTLE), State (WA), ZIP (98103), and County of Risk (KING). Below this is a 'Policy Transaction History' table with columns: Confirmation Number, Cert. Number, Type, Status, Premium, Taxable Fees, Submit Date, Effect. Date, Regist. Date, Tax Year, Tax, and Fee. Two rows are visible, both with status 'Submitted'. The second row (Confirmation Number 000001137207) is highlighted in green. Below the table, there are buttons for 'New Transaction', 'Modify Transaction' (circled in blue), and 'Backout/Delete Transaction'. At the bottom right, there are 'Edit', 'Save', and 'Cancel' buttons. A copyright notice at the bottom reads 'Copyright © 2005 - 2017 Surplus Lines Information Portal'.

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee		
000001137169		New	Submitted	\$1,500.00	\$300.00	03/03/17	01/01/17		2017	\$36.00 *	\$1.80 *	comments	
000001137207		New	Submitted	\$1,000.00	\$301.00	03/15/17	03/31/17		2017	\$26.02 *	\$1.30 *	comments	

Delete Transaction (unregistered)

1. If the transaction is submitted but not yet registered and you need to backout/delete - click the 'Backout/Delete Transaction Button'.
2. A pop-up will appear asking if you are sure you wish to delete the transaction.

Note: If you are deleting the only transaction on a policy, the entire policy will be deleted.

This screenshot is identical to the one above, showing the 'Policy Transaction History' table and buttons. In this view, the 'Backout/Delete Transaction' button is circled in blue, indicating the next step in the process. The 'Modify Transaction' button is also visible but not circled.

Backing Out Registered Transactions

1. If the transaction has already been registered, you click the 'Backout/Delete Transaction' button.
2. A pop-up will appear, which will allow you to enter a reason for backing out the transaction.
3. Enter reason.
4. Click OK.

MANAGING TAGS

<https://vimeo.com/213080862>

What is a Tag?

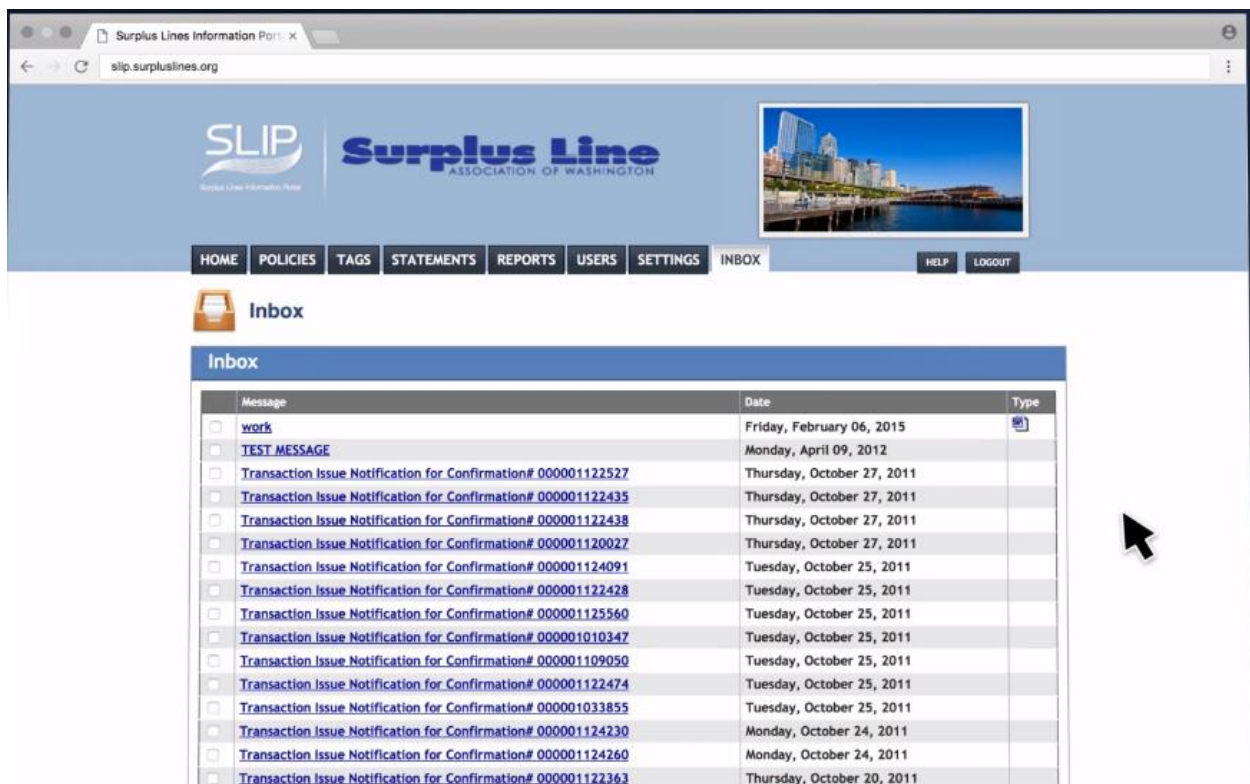
- If SLIP or the Surplus Line Association of Washington examiner finds an issue with your transaction, the transaction will be tagged.

How do I know if my transaction is tagged?

- You'll get a message in your inbox about the questioned transaction.

How do I check my tagged transactions?

1. You can select either the TAGS or INBOX tabs at the top of your dashboard.



The screenshot shows the SLIP Surplus Line Association of Washington dashboard. The navigation menu includes HOME, POLICIES, TAGS, STATEMENTS, REPORTS, USERS, SETTINGS, INBOX, HELP, and LOGOUT. The INBOX tab is selected, displaying a list of messages. The first message is a 'TEST MESSAGE' from Friday, February 06, 2015. The following messages are 'Transaction Issue Notification for Confirmation#' with various confirmation numbers and dates from October 2011.

Message	Date	Type
work	Friday, February 06, 2015	
TEST MESSAGE	Monday, April 09, 2012	
Transaction Issue Notification for Confirmation# 000001122527	Thursday, October 27, 2011	
Transaction Issue Notification for Confirmation# 000001122435	Thursday, October 27, 2011	
Transaction Issue Notification for Confirmation# 000001122438	Thursday, October 27, 2011	
Transaction Issue Notification for Confirmation# 000001120027	Thursday, October 27, 2011	
Transaction Issue Notification for Confirmation# 000001124091	Tuesday, October 25, 2011	
Transaction Issue Notification for Confirmation# 000001122428	Tuesday, October 25, 2011	
Transaction Issue Notification for Confirmation# 000001125560	Tuesday, October 25, 2011	
Transaction Issue Notification for Confirmation# 000001010347	Tuesday, October 25, 2011	
Transaction Issue Notification for Confirmation# 000001109050	Tuesday, October 25, 2011	
Transaction Issue Notification for Confirmation# 000001122474	Tuesday, October 25, 2011	
Transaction Issue Notification for Confirmation# 000001033855	Tuesday, October 25, 2011	
Transaction Issue Notification for Confirmation# 000001124230	Monday, October 24, 2011	
Transaction Issue Notification for Confirmation# 000001124260	Monday, October 24, 2011	
Transaction Issue Notification for Confirmation# 000001122363	Thursday, October 20, 2011	

2. After you've selected the transaction, you can see tag details by clicking the question mark next to 'Questioned' on your Policy Transaction History.







Policy Number: TEST000
 Broker: JOSHUA STARLING - 654561
 Retail Producer: [dropdown]
 Description of Coverage: SDSOSD

Policy Effective Date: [dropdown] Expiration Date: 5/7/2015 Until Canceled
 Named Insured as Listed on Policy: SDSOSD
 Washington Location Address: SDSOSD
 City: DSDOSDSDS State: WA ZIP: 33333
 County of Risk: FRANKLIN

Insurer	Percentage
ACE SEGUROS S.A.	100.0000 % remove
Add Insurer to Policy	100 % [dropdown] 0 % <input type="button" value="Add"/>

Master Policy Multi-State
 Exempt Commercial Purchaser
 Risk Purchasing Group
 Comments (what's this?): [text area]

Policy Transaction History

Confirmation Number	Cert. Number	Type	Status	Premium	Taxable Fees	Submit Date	Effect. Date	Regist. Date	Tax Year	Tax	Fee		
000001133208		RP	Questioned 	(\$1,000.00)	\$0.00	07/14/15	05/07/15		2015	(\$20.00) *	(\$1.00) *	comments	 
000001133207		Canc	In Process 	(\$1,000.00)	\$0.00	07/14/15	05/07/15			(\$20.00) *	(\$1.00) *	comments	 

* Estimated amount. Actual amount will be displayed upon registration by the SLA.

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- A pop-up will appear, which will specify the exact issues found with your transaction.
- Correct items as necessary or contact the examiner listed on the pop-up for additional clarification.
- Once you've addressed the tag(s) and clicked "Update", the examiner will re-review the transaction. If the transaction is found to be acceptable, the status will change to registered.

What if a transaction is questioned, but hasn't been reviewed by an examiner?

- Sometimes SLIP will automatically detect an issue with a transaction you've processed. When this happens, you'll see a blue question mark next to the status 'In Process'.
- Click the question mark to learn why the transaction was questioned by the system.

BATCH FILING

<https://vimeo.com/213081345>

SLIP allows users to submit a batch upload with multiple transactions at once.

1. Create a .XML file with all policies and transactions.
 - There are specific details that must be correct when creating this file.
 - If one transaction is incorrect, the entire batch is rejected.
 - To help your brokerage create an accurate .XML file, the Surplus Line Association of Washington has created a batch submission manual

https://www2.surpluslines.org/docs/SLAW_Batch_Submission_Manual_Brokerages.pdf

2. Review the SLAW batch submission manual and ensure your .XML file meets all specified requirements.
3. Notify the Surplus Line Association of Washington before going live with a batch.
 - The Association has created a separate test environment to review and verify the integrity of your batch.
 - Contact the Surplus Line Association of Washington at info@surpluslines.org for a username and password.
4. Submit through SLIP under the Batch Submit link.

exclusively for all licensed and appointed Surplus Line Association of WA Brokerages and their employees to search, submit, and edit policy data. SLIP also serves as a means to run reports for a variety of needs and to receive the latest industry news from the Surplus Line Association of Washington. To begin, please select from the menu bar above or from one of the links on this page.

Please remember to recertify transactions when changes have been made to the policy information or transaction details.

Policy Search

The Search section of SLIP allows users to search for existing policy data. This screen grants access to general policy information, transactions, transaction status and confirmation numbers.

New Policy

The New Policy section of SLIP allows you to submit a new policy. *

Renewal Policy

If the Policy Number is NOT changing, [Click Here](#).
If the Policy Number is changing from an existing policy, [Click Here](#).

Inbox

You have 1705 new messages

Quick Info

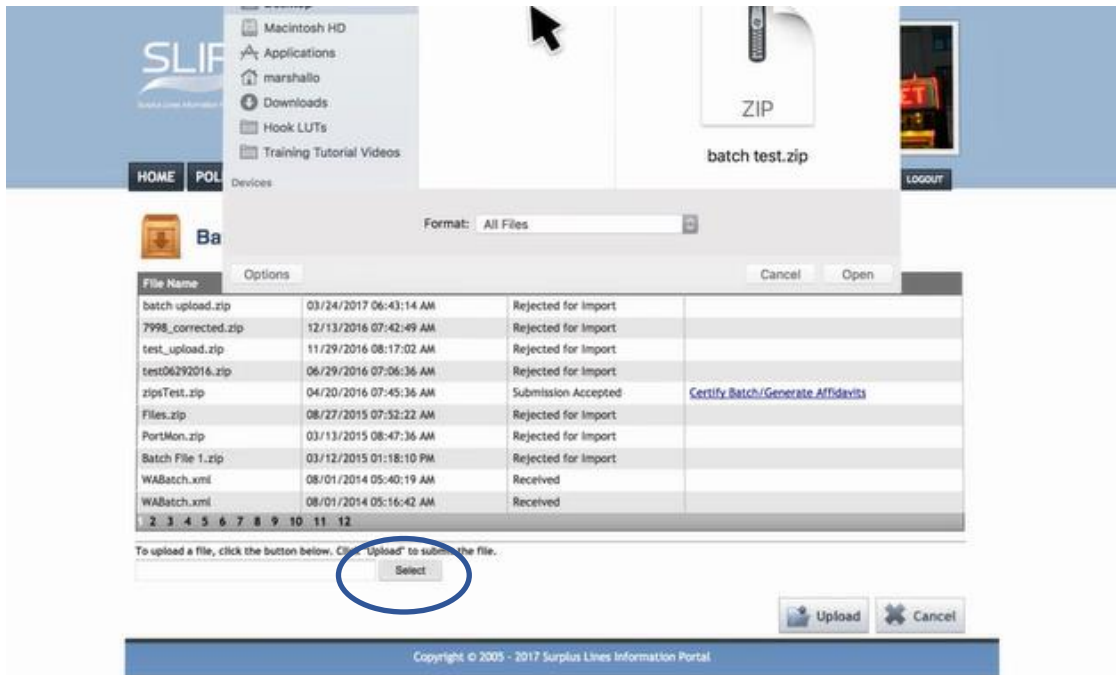
My Questioned Transactions:	0
Total Questioned Transactions:	12
My Unregistered Transactions:	12
Total Unregistered Transactions:	458
My Uncertified Transactions:	3
Total Uncertified Transactions:	189

Batch Submission

[Batch Submit](#)

[Batch Submission Procedures](#)

5. Click the select button.



6. Choose .XML file.

7. Click Upload.

- You'll see a confirmation message at the top of the screen.
- As the Surplus Line Association of Washington reviews your submission, you'll be able to see the batch's status under 'File Status'.

System Success
The selected document was uploaded successfully.
Upload Document action successful.

Please remember that you will have to certify the batch once your submission has been accepted.

File Name	Received Date	File Status	Action
batch test.zip	03/24/2017 07:24:31 AM	Received	
batch upload.zip	03/24/2017 06:43:14 AM	Rejected for Import	
7998_corrected.zip	12/13/2016 07:42:49 AM	Rejected for Import	
test_upload.zip	11/29/2016 08:17:02 AM	Rejected for Import	
test06292016.zip	06/29/2016 07:06:36 AM	Rejected for Import	
zipsTest.zip	04/20/2016 07:45:36 AM	Submission Accepted	Certify Batch/Generate Affidavits
Files.zip	08/27/2015 07:52:22 AM	Rejected for Import	
PortMon.zip	03/13/2015 08:47:36 AM	Rejected for Import	
Batch File 1.zip	03/12/2015 01:18:10 PM	Rejected for Import	
WABatch.xml	08/01/2014 05:40:19 AM	Received	

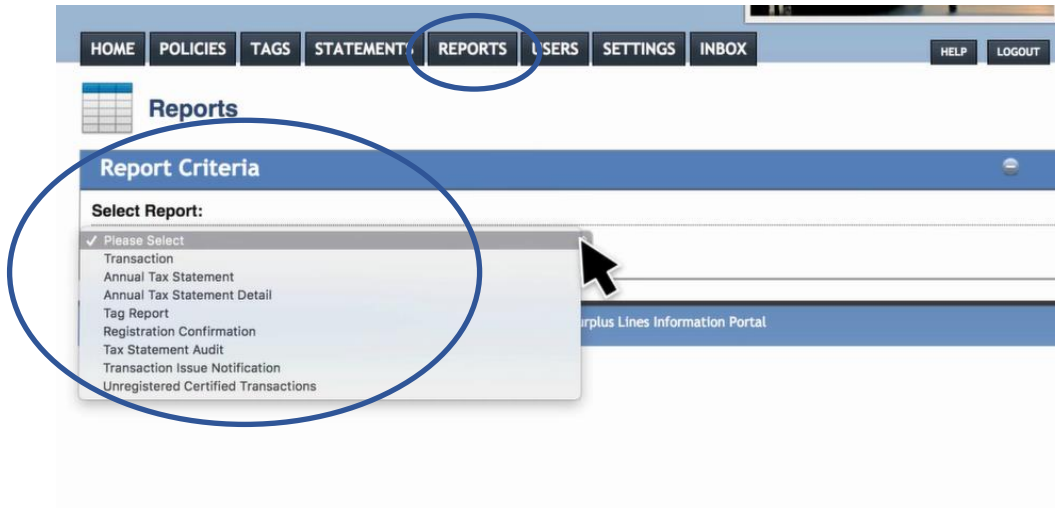
To upload a file, click the button below. Click "Upload" to submit the file.

8. Once the submission is accepted, you'll need to certify the batch by clicking 'Certify Batch/Generate Affidavits' under the Action column.

REPORTS

<https://vimeo.com/213272480>

1. Click the REPORTS tab.



2. Select the desired report.

Transactions	<p>Transactions that have been submitted, reviewed by an examiner, and registered as acceptable in a given month.</p> <p>**If a transaction is submitted, but not registered, it will not be displayed on this report.</p>
Annual Tax Statement	<p>Shows the premium and fees on which taxes are computed.</p> <p>DOES NOT SHOW ANNUAL TAXES</p>
Annual Tax Statement Detail	<p>Policies, premiums and fees for the year.</p> <p>Generated automatically by SLIP on February 1st annually.</p> <p>User can run the report at any time for any period of time.</p>
Tag Report	<p>Details transactions submitted, but not yet registered and transactions that have been tagged.</p>
Registration Confirmation	<p>A copy of all e mails sent to the brokerage confirming registration of a transaction.</p>
Tax Statement Audit Report	<p>Shows changes made to the tax year, premium and/or fees.</p>
Transaction Issue Notification	<p>A copy of emails sent for tagged and/or questioned items.</p>
Unregistered Certified Transactions	<p>All initiating transactions for the selected year that have been included on the Tax Statement based on the date certified, but that have not yet been registered.</p>

FAQ'S

1. Is it required to electronically submit policy documents online?

Electronically submitting policy documentation is the preferred method. This will expedite the submission and examination process and will reduce postage costs. If you are unable to submit documents electronically, you will still have the option to submit paper copies of policy documentation. However, paper copies must still be accompanied by a system generated certification or endorsement report.

2. How do I create my SLIP user account?

SLIP user accounts are created and maintained by your brokerage's SLIP administrator. SLIP brokerage administrators are created by the Surplus Line Association of Washington.

3. Can I modify a Policy Number?

Yes, a policy number may be modified, provided the policy in question has no other registered transactions. If you need to change the policy number on a policy that contains other registered transactions, then a new policy record should be created.

4. What is a registered transaction?

A policy transaction is registered if it has been reviewed by the Surplus Line Association of Washington, deemed to be properly reported and accepted.

5. What is included in Policy Fees?

Policy fees include all taxable fees associated with a transaction but does not include a stamping fee.

6. What policy documentation do I need to submit?

The Surplus Line Association of Washington requires the following documents:

- Declarations Sheet
- Supplemental Declarations Sheets (if applicable)
- Service of Suit
- Forms List

The Surplus Line Association of Washington requests that you do not send the entire policy, but only the required documents listed above.

7. Will system users from other brokerages be able to view or access my data?

No, the data your brokerage submits through SLIP is secure and is only accessible to your brokerage's SLIP users.

8. Am I required to use the certification generated from SLIP?

Yes, the system generated certification is produced specifically for you by SLIP and contains a barcode that is essential to the processing of incoming filings at the Surplus Line Association of Washington office.

9. Is there a way to bulk upload a list of Retail Producers into SLIP?

Yes, this can be accomplished by populating the following Excel spreadsheet with your retail producers and e-mailing it to the Surplus Line association of Washington where it will be uploaded to the database. The excel template can be found [here](#).